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DDA Memo, 4 Apr 77

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Date: 12/05/77 By: 010

TO : CPD

FROM : TRS

SUBJECT: Position Agency #1515

1. Because of the expansion and demands made upon the Training Staff, Position Agency #1515, Administrative Assistant, has become of increasing importance. At the time this job was classified as a CAF-5, the principal concern of the Administrative Assistant revolved about the Intelligence Officers' Course of seven weeks' duration, the Field Administrative Course, and the technical training courses. Now, however, there is, in addition to the Advanced Intelligence Training Course (which has supplanted the Intelligence Officers' Course), a basic intelligence training phase, which includes both tutorial instruction and a Basic Intelligence Training Course of four weeks' duration, and a Special Advanced Intelligence Course. Also special courses are frequently arranged by the Chief, TRS, such as the COPS and CAS training programs. Position Agency #1515 handles schedules and makes necessary arrangements for these additional courses and special programs. The efficient management of the Staff Training Division would be impossible without considerable importance and reliance placed upon Position Agency #1515. It is, therefore, strongly recommended that the Position Agency #1515 be upgraded from a CAF-5 to a CAF-6. The following reasons are given specifically for substantiation of this recommendation. This is in addition to the duties outlined in the original job description:

a. The Administrative Assistant in Position Agency #1515 is responsible for the administrative management and scheduling of the basic intelligence training phase, the Basic Intelligence Training Course, the Advanced Intelligence Training Course, the Special Advanced Intelligence Course, and specialized programs such as the COPS, CAS, Corno, and C&D courses. In discharging her responsibilities as Administrative Assistant for the various courses, she coordinates with other training programs, processes all requests for training, and makes relevant distribution of important information, prepares a monthly activities report, carries stenographic and secretarial duties, prepares memoranda and reports, keeps an up-to-date record of student grades, and collects and distributes final evaluations on all students.

Attachment - job description

Approved

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b. Subject to the review of the Chief, Staff Training Division, the Administrative Assistant is completely responsible for preparing the individual schedules and advising all students taking staff training courses.

c. The Administrative Assistant attends all conferences with important returned field representatives and transcribes and processes reports from these conferences, most of which are of a Top Secret nature.

d. The Administrative Assistant initiates requests for cryptographic security clearance of a Top Secret nature from the Security Branch.

e. In conjunction with the Training Control Officer of the Staff Training Division, the Administrative Assistant supervises the clerical duties of the Secretary-Stenographer for the Advanced Intelligence and Basic Intelligence Training Courses, particularly in reference to the preparation of instructional materials.

FOR THE CHIEF, TRS:



Deputy Chief, TRS

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